

MINUTES OF THE REGULAR MEETING
OF THE FALL RIVER HOUSING AUTHORITY
HELD ON MONDAY, JUNE 12, 2023

The members of the Fall River Housing Authority met in Regular Session on Monday, June 12, 2023 at 4:30 o'clock p.m., at 85 Morgan Street, in the City of Fall River, Massachusetts.

The meeting was called to order by the Chairwoman, and upon roll call, those present and absent were as follows:

PRESENT

Mary L. Sahady
David Underhill
Jo Ann Bentley
John Medeiros

ABSENT

Jason Burns

There being a quorum present, business was transacted as follows:

NOTICE OF MEETING

Notice is hereby given in accordance with Section 20 (b) and Section 20 (c) of the Massachusetts General Laws (M.G.L.) Chapter 30A that the Regular Meeting of the members of the Fall River Housing Authority will be held at 4:30 p.m., on Monday, June 12, 2023, at 85 Morgan Street, in the City of Fall River, Massachusetts.

FALL RIVER HOUSING AUTHORITY



Secretary

Dated: June 7, 2023

CERTIFICATE AS TO SERVICE OF
NOTICE OF MEETING

I, Kevin Sbardella, the duly appointed, qualified and acting Secretary of the Fall River Housing Authority, do hereby certify that on June 7, 2023, I filed, in the manner provided by Section 20(b) and Section 20(c) of the M.G.L. Chapter 30A, with the Clerk of the City of Fall River, Massachusetts, a NOTICE OF MEETING, of which the foregoing is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of said Authority on this 12th day of June, 2023.



Secretary

Regular Meeting of 6/12/23

CITIZEN INPUT

Chairwoman Sahady asked if anyone in the listening audience wished to speak during the Citizen Input time. Hearing none, Chairwoman Sahady moved onto Resident Input.

RESIDENT INPUT

Chairwoman Sahady asked if anyone in the listening audience wished to speak during the Resident Input time. Edward Gagnon, Executive Director of the FRJTC, Inc., advised that a number of residents attended the recent Mass. Union of Public Housing Tenants (MUPHT) Conference. In addition, Mr. Gagnon mentioned that the Farmers Market at Cardinal Medeiros Towers is going well, and the Sunset Hill one will open on Thursdays, from 2:00 p.m. to 6:00 p.m., located at the playground area.

MINUTES OF PREVIOUS MEETING

As copies of the minutes of the Regular Meeting held on May 8, 2023 were mailed to the Commissioners, it was in order to act upon same.

Commissioner Bentley made a motion to accept the minutes as presented and Commissioner Medeiros seconded the motion. It being brought to a vote, the minutes were unanimously accepted.

BILLS AND COMMUNICATIONS

Vouchers: The Secretary presented the May, 2023 vouchers as follows:

<u>Projects</u>	<u>Check Nos.</u>	<u>Amounts</u>
SECTION 8 VOUCHER	142377-143412	\$1,758,395.46
	206897-206923	\$23,041.40
	103037-103105	\$44,407.00
	15010-15011	\$66.00
FEDERAL FUND	116220-116284	\$701,170.76
REVOLVING FUND	75404-75583	\$1,810,694.60
STATE FUND	8785-8797	\$99,031.95
200-C MOD	1857-1859	\$96,452.20
	TOTAL	\$4,533,259.37

Invoices to be paid: The Secretary presented the invoices to be paid as follows:

FEDERAL FUND	\$34,740.08
REVOLVING FUND	\$127,038.44
STATE FUND	\$3,705.19
200-C MOD	-----
ENERGY TRUST FUND	-----
TOTAL	\$165,483.71

A motion was made by Commissioner Medeiros, seconded by Commissioner Underhill, and carried by unanimous vote to pay the vouchers for the month of May, 2023.

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Communications: None

REPORT OF THE SECRETARY

As part of the Management Reports, the federal application information, as of May 31, 2023, is as follows:

Family.....	2797
Elderly.....	784
Mixed Population.....	1270

After a brief discussion, a motion was made by Commissioner Medeiros, seconded by Commissioner Bentley, and carried by unanimous vote to accept the Management Reports as submitted.

The next item was the Year-End Financial Report, which was included with the Board packets, for fiscal year ending March 31, 2023.

Following a brief discussion, a motion was made by Commissioner Underhill, seconded by Commissioner Bentley, and carried by unanimous vote to approve the Year-End Financial Report, as presented.

UPDATE FROM EXECUTIVE DIRECTOR

Mr. Sbardella advised that a Citation was presented to Tillie Lima, a resident from Mitchell Heights, who recently turned 100. A small celebration took place in the Community Hall, and was prepared by Deb Morrissette, Rita Lebeau and Katie Roberts.

Once again, the FRHA will be collaborating with CD Recreation to provide eleven summer concerts at our senior sites, and the Authority will contribute \$3,300.00 towards the concerts which goes toward supporting the local Musicians' Union.

Mr. Sbardella advised that the Authority submitted the unaudited financials to HUD on June 7th. The due date was May 31st, but a 15-day grace period is allowed, without penalty. In addition, Mr. Sbardella acknowledged Nella Souza, Director of Finance, and her team for working so hard to accomplish this task.

Mr. Sbardella also advised that our Designated Housing Plan renewal was submitted to HUD and already approved, which allows the six (6) developments contained therein to remain elderly-only. Also submitted was a revised Designated Housing Plan to include Bates/Tower Apartments and Doolan Apartments as elderly-only, which is still under review.

Mr. Sbardella acknowledged Martha for her hard work in gathering all of the necessary data for the submission of both Designated Housing Plans.

Lastly, Mr. Sbardella advised that he will be updating the Board regarding the Supplemental Police Contract when that agenda item comes up.

Mr. Sbardella's report was for information only and no vote was required.

NEW BUSINESS

MODERNIZATION

The Board was briefed on the following Modernization items.

The first item was the Certificate Substantial Completion for the Roof Replacement and Roof Penthouse/Balcony Repairs at George H. Cottell Heights, Mass. 6-10.

The General Contractor, East Coast Masonry & Restoration, Inc., was substantially complete on May 18, 2023.

Approval was recommended.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 86

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the Certificate of Substantial Completion for the Roof Replacement and Roof Penthouse/Balcony Repairs at George H. Cottell Heights, Mass. 6-10, be approved and authorizing the Chairwoman to execute said Certificate of Substantial Completion.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Underhill Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The last item was the Contract Award for the new Lightning Protection System at Cardinal Medeiros Towers, Mass. 6-8.

One (1) bid was received and opened on June 7, 2023, as follows:

COMPANY NAME	CONTRACT PRICE
Smokestack Lighting, Inc. 37 Upper River Street Brookfield, MA	\$34,640.00

The Project Scope of Work consists of replacing the existing building Lightning Protection System with a new UL 96 and NFPA 780 approved Lightning Protection System.

It was recommended that Contract be awarded to the lone bidder, Smokestack Lighting, Inc., in the amount of \$34,640.00.

The following resolution was introduced by Commissioner Underhill, read in full and considered:

RESOLUTION NO. 87

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That permission to award a Contract for the new Lightning Protection System at Cardinal Medeiros Towers, Mass. 6-8, to the lone bidder, Smokestack Lighting, Inc., in the amount of \$34,640.00, is approved.

Commissioner Underhill moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Medeiros, and the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Underhill Commissioner Medeiros Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

MISCELLANEOUS

The first item was Amendment No. 6 to the Cooperation Agreement dated April 10, 2023. This is a definitive clarification of an agenda item which was approved at the April 10, 2023 Board meeting. The Cooperation Agreement between the City of Fall River and the Fall River Housing Authority is an agreement for Payment in Lieu of Taxes (PILOT) to the City of Fall River from the Authority. The Amendment revised the number of Federal units from the November 9, 2009 Cooperation Agreement (which was the last time it was updated) by reducing the total number of units from 2,128 to 2,040 (a reduction of 88 units). It was recommended that the Board ratify the Board approval of April 10, 2023.

The following resolution was introduced by Commissioner Medeiros, read in full and considered:

RESOLUTION NO. 88

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That Amendment No. 6 to the Cooperation Agreement dated April 10, 2023 and voted on said date, reducing the number of units from 2,128 to 2,040, is approved.

Commissioner Medeiros moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Bentley, and the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Medeiros Commissioner Bentley Commissioner Underhill Chairwoman Sahady	None	Commissioner Burns

Regular Meeting of 6/12/23

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The next item was the Open Meeting Law (OML) Complaint filed by Patrick Higgins dated April 10, 2023.

It was requested that the Board authorize Attorney Sousa (General Counsel) to respond to Mr. Higgins and the Attorney General’s office, regarding this OML complaint, which Mr. Higgins filed on April 10, 2023 due to lack of detailed information contained in the Board agenda for the April 10, 2023 meeting, relative to Amendment No. 6 to the Cooperation Agreement.

The following resolution was introduced by Commissioner Medeiros, read in full and considered:

RESOLUTION NO. 89

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That permission for Attorney Sousa (General Counsel) to respond to Patrick Higgins and the Attorney General’s office regarding the Open Meeting Law complaint dated April 10, 2023, filed by Mr. Higgins, is approved.

Commissioner Medeiros moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Medeiros Commissioner Underhill Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The next item was contracts for Plumbing Supplies/Inventory. Mr. McCoy advised that three (3) companies responded to a recent solicitation for the purchase of plumbing fixtures/supplies, as follows:

COMPANY NAME	CONTRACT AMOUNT
Fall River Winsupply	Not to exceed \$50,000
Plumber’s Supply	Not to exceed \$50,000
Supply New England	Not to exceed \$50,000

Mr. McCoy advised that all three vendors provided responsive and responsible price quotes, have provided quality plumbing fixtures/supplies to the FRHA for several years, and recommended that one year contracts be awarded to each company, in an amount not to exceed \$50,000.00 each.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 90

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That permission to award three (3) one-year contracts for plumbing fixtures/supplies to Fall River Winsupply, Plumber's Supply and Supply New England in an amount not to exceed \$50,000 each, is approved.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Underhill Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The last item was the Amendment to the Supplemental Police Services Contract, which began on October 1, 2022 through September 30, 2023. Mr. Sbardella advised that he and Mr. McCoy met with representatives from the City and the Police Department to review the current contract and costs associated with the five (5) Police Officers who are assigned to the FRHA. The FRHA has paid \$410,000.00 per year since 2009 for the salaries/fringe benefits for these officers, and the City has requested an additional \$90,000.00 from the Authority due to a shortfall in the City's budget. Mr. Sbardella advised that because the current contract only has four (4) more months to go, no vote would be required by the Board, and this topic will be brought up again at the September Board meeting for the next Contract. Mr. Sbardella stated that since we've been so fortunate to have such a good working relationship with the Fall River Police Department, and having those five (5) officers available to us has been such a positive experience all around, he hopes that the Board will vote favorably for the increase requested.

PERSONNEL

The first item was the retirement of William Primo, Maintenance Mechanic 1/Floater, effective on June 30, 2023. It was requested that the Board accept Mr. Primo's retirement.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 91

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That the retirement of William Primo, Maintenance Mechanic, effective on June 30, 2023 is accepted.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Medeiros, and the "Ayes" and "Nays" were as follows:

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<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Medeiros Commissioner Underhill Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

Due to the recent resignations of a few Clerk Interviewers, there are some vacant positions to be filled. Since no employees responded to the in-house posting, candidates were chosen for interviews from the applications received via the website posting. Following the interviews, the Screening Committee determined that Chelsea Cote, a public housing resident, and Christine Jordan were the best candidates for the two Clerk Interviewer positions. It was requested that the Board ratify these appointments.

The following resolution was introduced by Commissioner Medeiros, read in full and considered:

RESOLUTION NO. 92

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That the appointment of Chelsea Cote to the position of Clerk Interviewer/Public Housing, effective on Monday, May 15, 2023, with a work week consisting of 35 hours, Monday through Friday, core hours between 8:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a weekly salary of \$669.60, including a twelve (12) month probationary period and favorable evaluation, is approved.

Commissioner Medeiros moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Medeiros Commissioner Underhill Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 93

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the appointment of Christine Jordan to the position of Clerk Interviewer/Public Housing, effective on Monday, June 5, 2023, with a work week consisting of 35 hours, Monday through Friday, core hours between 8:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a weekly salary of \$669.60, including a twelve (12) month probationary period and favorable evaluation, is approved.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Underhill Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

Due to the recent promotion of Jennifer Pavao, the Management Department Support Assistant position became vacant, and was posted in-house and on the website. Only one (1) employee submitted a letter and interest and resume, but withdrew prior to the interviews. The lone outside candidate was interviewed, and the Screening Committee determined that Raiza Llanos Galindez, a public housing resident, would be an asset to the Authority. It was recommended that the Board ratify this appointment.

The following resolution was introduced by Commissioner Medeiros, read in full and considered:

RESOLUTION NO. 94

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the appointment of Raiza Llanos Galindez to the position of Management Department Support Assistant, effective on Monday, May 15, 2023, with a work week consisting of 35 hours, Monday through Friday, core hours between 8:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a weekly salary of \$669.60, including a twelve (12) month probationary period and favorable evaluation, is approved.

Commissioner Medeiros moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Bentley, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Medeiros Commissioner Bentley Commissioner Underhill Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

Due to the recent resignation of the Rental Integrity Program Specialist, this position was posted in-house and on our website. Three (3) employees responded to the in-house posting and one (1) person from the outside submitted an application. Following the interviews of the candidates, the Screening Committee determined that Stephanie Linhares, a current employee, was the best suited for this position. It was recommended that the Board ratify this appointment.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 95

BE IT RESOLVED BY THE MEMBERS OF THE
FALL RIVER HOUSING AUTHORITY:

That the appointment of Stephanie Linhares to the position of Rental Integrity Program Specialist, effective on Monday, May 29, 2023, with a work week consisting of 35 hours, Monday through Friday, core hours between 8:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a weekly salary of \$1,049.75, including a ninety (90) day probationary period and favorable evaluation, is approved.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Underhill Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

Due to some recent retirements, there are a number of vacant Maintenance Mechanic positions. Four (4) positions were posted in-house and on the website for “Temporary” Maintenance Mechanics, and following the interviews, the Screening Committee recommended the appointments of Ryan Dore, Lawrence Fonseca, Cody Medeiros and Alex Volpe. It was requested that the Board ratify the appointments.

The following resolution was introduced by Commissioner Underhill, read in full and considered:

RESOLUTION NO. 96

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the appointment of Ryan Dore to the position of “Temporary” Maintenance Mechanic 1/Floater, effective on Monday, May 22, 2023, with a work week consisting of 40 hours, Monday through Friday, from between 7:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a rate of \$27.77 (federal) and \$32.11 (state), is approved.

Commissioner Underhill moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Medeiros, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Underhill Commissioner Medeiros Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Commissioner Medeiros, read in full and considered:

RESOLUTION NO. 97

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the appointment of Lawrence Fonseca to the position of “Temporary” Maintenance Mechanic 1/Floater, effective on Monday, May 22, 2023, with a work week consisting of 40 hours, Monday through Friday, from between 7:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a rate of \$27.77 (federal) and \$32.11 (state), is approved.

Commissioner Medeiros moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Bentley, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Medeiros Commissioner Bentley Commissioner Underhill Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Commissioner Bentley, read in full and considered:

RESOLUTION NO. 98

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the appointment of Cody Medeiros to the position of “Temporary” Maintenance Mechanic 1/Floater, effective on Monday, June 5, 2023, with a work week consisting of 40 hours, Monday through Friday, from between 7:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a rate of \$27.77 (federal) and \$32.11 (state), is approved.

Commissioner Bentley moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Underhill, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Bentley Commissioner Underhill Commissioner Medeiros Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Commissioner Underhill, read in full and considered:

RESOLUTION NO. 99

BE IT RESOLVED BY THE MEMBERS OF THE FALL RIVER HOUSING AUTHORITY:

That the appointment of Alex Volpe to the position of “Temporary” Maintenance Mechanic 1/Floater, effective on Monday, June 5, 2023, with a work week consisting of 40 hours, Monday through Friday, from between 7:30 a.m. to 4:00 p.m., with a thirty (30) minute lunch period, at a rate of \$27.77 (federal) and \$32.11 (state), is approved.

Commissioner Underhill moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Medeiros, and upon roll call, the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>
Commissioner Underhill Commissioner Medeiros Commissioner Bentley Chairwoman Sahady	None	Commissioner Burns

The Chairwoman thereupon declared said motion carried and said resolution adopted.

At this time, Chairwoman Sahady recommended that the Board go into Executive Session, pursuant to M.G.L. Chapter 30A, Section 21 (a) 3 to discuss strategy with respect to collective bargaining or **litigation** if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares for the **Litigation Status for Superior Court Filing Civil Docket No. 2173CV00570**.

At 5:10 p.m. a motion was made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to go into Executive Session. A motion was also made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to not resume in Open Session following the Executive Session, and to adjourn the meeting while in Executive Session.

At 5:40 p.m. a motion was made by Commissioner Bentley, seconded by Commissioner Medeiros, and carried by unanimous roll call vote to adjourn the meeting.



Kevin Sbardella, Secretary